

# VETAC

**Virginia Educational Technology Advisory Committee**

[www.doe.virginia.gov/Div/VETAC](http://www.doe.virginia.gov/Div/VETAC)

**Hanover High School  
Room ROTC  
10307 Chamberlayne Road  
Mechanicsville, VA 23116  
February 14, 2006  
10:00 a.m.**

## **MINUTES**

### **Membership**

Steve Baker – Regional Study Group VIII Representative  
Pamela Burnette – Regional Study Group VII Representative  
Jim Carroll – Leadership – Medium School Division  
Dennis Casey – Virginia Association of Science Teachers  
Susan Clair – Department of Correctional Education  
Janet Copenhaver – Regional Study Group VI Representative  
Bill Dotson – Virginia Society for Technology in Education  
Janet Duff – Virginia Association of Elementary School Principals  
Bill Flaherty – Virginia Association of School Business Officials  
Phyllis Geron – Virginia Electronic Student Information Systems  
Craig Herndon – State Council of Higher Education in Virginia  
Joe Hill – Regional Study Group V Representative  
Jane James – Virginia Education Media Association  
Virginia Jones – Virginia Middle School Association  
Ramesh Kapoor – Leadership – Large School Division  
John Littlefield – Regional Study Group II Representative  
Dave Mirra – Regional Study Group III Representative  
Adele Morris – Leadership – Small School Division  
Patricia Rudolph – Virginia Congress of Parents and Teachers  
Chad Sansing – Virginia Association of Teachers of English  
Zahrl Schoeny – Virginia Association of Colleges of Teacher Education  
Pamela Smith – Regional Study Group IV Representative  
Robert Vawter – Virginia Community College System  
Marilyn Walls – Regional Study Group I Representative  
Dot Walton – Virginia Education Association  
Sherry Ward – Virginia Council for Private Education  
Melissa Warren – Virginia State Reading Association

## **Department of Education**

Lan Neugent – Department of Education Advisor  
Bethann Canada, Director – Educational Information Management  
Jason Ellis – Office of Educational Technology  
Linda Holt – Office of Educational Technology  
Charlie Makela – Office of Educational Technology  
Julie Mersiowsky – Office of Educational Technology  
Mark Saunders – Office of Educational Technology  
Richard Schley – Office of Educational Technology  
Joyce White – Office of Educational Technology  
Flora Cosby – Office of Educational Technology

## **Opening**

Jim Carroll, Chair, called the meeting to order at 10:02 a.m. Introductions of members were made along with the names of the organizations they represented.

## **Welcome and Introduction of new members**

Jim Carroll thanked Bill Flaherty for hosting the meeting at Hanover High School and introduced two new members:

Adele Morris, the Small School Division Representative, and  
Patricia (Tricia) Rudolph, the Virginia Congress of Parents and Teachers Representative

## **Minutes**

The October 4, 2005 VETAC meeting minutes were approved as presented. A motion to approve the minutes was made by Bill Flaherty and seconded by Zahrl Schoeny.

## **OLD BUSINESS**

### **Update on Administrator Standards**

Linda Holt mentioned that the VETAC recommendation that a specified number of recertification points for administrators be required for technology professional development was shared in a meeting with Patty Pitts, the Director of Teacher Licensure. The initial response was that such a requirement would be inadvisable for the following reasons:

- The recertification process is designed to allow maximum flexibility to those seeking recertification;
- The intent of the current recertification process is to allow individuals, in collaboration with their advisors, to identify areas of weakness and to focus their professional development in those areas; and
- The current recertification already includes strong support for technology by allowing individuals, if they choose to do so, to focus all of their 180 points in technology professional development.

The best approach is to address the requirements for leadership programs at the institutions of higher education. A revision for the program route to Level I administration and supervision preK-12 endorsement will be presented to ABTEL this spring for review.

Additionally, two guidance documents are in development. One document will address leadership competencies. The other document will focus on licensed personnel, with the emphasis on classroom instruction. Both documents will include prevailing practices, inquiry statements, exemplar statements, and examples of documentation that represent artifacts that reflect the application of each competency.

A follow-up discussion among VETAC members and ITRT guests reflected the following:

- Lan Neugent suggested that a guidance document be drafted for ongoing training in technology.
- A needs assessment was mentioned as being needed.
- Brenda Cowling asked if local districts could create their own document, and whether a current mechanism was in place to ensure that teachers leave higher education with the correct training.
- It was suggested that DOE should set a de facto state standard. A process to unify measurement also was mentioned as being needed.
- A technology staff development day at the school division level was suggested by Janet Copenhaver.
- Zahrl Schoeny suggested that a guidance document for higher ed. including administrator competencies should be created.
- Zahrl mentioned that training modules that pair up content and technology were needed.
- Zahrl also mentioned that school divisions should consider offering “perks” for meeting certain requirements, (e.g., training points equals a new computer, smart board, etc).
- What about networking, and sharing ideas among school divisions? It was mentioned that sharing is sometimes difficult as Virginia is a local control state. There are regions in the state, however, that DOE works with. Perhaps a guidance document could address this issue. The creation of ITRT represents a good example of a unified statewide effort.

***Further discussion of this issue will be scheduled for another VETAC meeting.***

### **Legislative Update**

Lan Neugent provided an overview of several issues/bills that are being addressed by the legislature.

Funding for training – no one at SETDA has come up with a solution for the 20% replacement cycle. Virginia is the only state that has Instructional Technology Resource Teachers (ITRT). Licensing requirements are a little stricter in Texas than in other states. We need to begin focusing at the national level on accountability. In other words, we need to show that technology training makes a difference in student learning.

One current House Bill deals with safety which would require that schools put something in place that goes beyond an Acceptable Use Policy. It calls for informing people of the dangers of the Internet, the need for filtering and Internet Safety Training.

Another bill referenced how graduation and drop-out rates should be handled by collecting and analyzing longitudinal data.

National Ed Tech funding picture – Bush zeroed out funding for educational technology. 275 million had been reinstated. 3.5 to 4 million are possible for Virginia. DOE will be seeking our assistance in drafting additional letters to restore these federal educational technology funds.

### **EIMS Update**

Bethann Canada provided an overview of the EIMS project.

She mentioned that the goals of EIMS are to

- Assist the state in meeting both state and federal reporting requirements;
- Provide strategic decision support tool to educators;
- Redirect time toward instruction;
- Monitor progress toward closing the achievement gap, accountability ratings and individual student progress; and
- Provide timely high quality data from a single source in a meaningful format.

She described what EIMS is, took a behind the scenes look at EIMS today, and briefly reviewed its accomplishments for the past 18 months. She also projected what EIMS might address in the future.

Bethann also provided an update of the Schools Interoperability Framework (SIF). She provided a quick definition of SIF, discussed how SIF can be used to make school data systems talk to one another, and discussed SIF local return on investment. She concluded her presentation on SIF by briefly describing Virginia's SIF project.

The final portion of Bethann's presentation focused on the Data Quality Campaign. She briefly reviewed the components of this initiative including the "10 Essential Elements" the campaign is based upon. The elements include the following:

- A unique statewide student identifier;
- Student-level enrollment, demographic and program participation information;
- The ability to match individual students' test records from year to year to measure academic growth;
- Information on untested students;
- A teacher identifier system with the ability to match teachers to students;
- Student-level transcript information, including information on courses completed and grades earned;
- Student-level college readiness test scores;
- Student-level graduation and dropout data;
- Ability to match student records between the pre-K-12 and postsecondary systems; and
- A state data audit system assessing data quality, validity and reliability.

VETAC members received an electronic copy of Bethann's PowerPoint presentation that covered EIMS, SIF and the Data Quality Campaign.

### **Update on site location for May meeting**

The May 9<sup>th</sup> VETAC meeting will be in Arlington at the new Kenmore Middle School which has a Communication/Arts focus with several technology enhanced classrooms. Jim Carroll will

investigate the possibility of having teleconferencing capabilities for those members who are unable to attend the meeting.

## **NEW BUSINESS**

### **Approval of changes to By-laws**

Jim Carroll reviewed the various revisions to the By-laws allowing time for members to provide feedback as needed. Following the review of the By-laws, Zahrl Schoeny moved that the By-laws be approved as discussed. The motion was seconded by Marilyn Walls. The motion carried by unanimous vote.

Following the discussion and approval of the By-laws, Jane James moved that VETAC recommend to the Superintendent of Public Instruction that an additional seat be created for the Virginia Association of Testing Directors. If approved by the Superintendent, this organization would be added to the VETAC membership. The motion was seconded by Adele Morris and carried by unanimous vote.

### **Nomination Committee Membership**

Joe Hill, Marilyn Walls, and Ramesh Kapoor will serve on the nomination committee with Marilyn serving as the Chair. They will be responsible for selecting nominees for the VETAC officers for the next two years. This includes the Chair, Vice Chair and Secretary. Nominees will be brought to the full committee in May for a vote.

### **Databases provided to schools by the Library of Virginia**

Charlie Makela informed VETAC members that by using Google it is now possible to access and search the Gale database. The Advanced search and “access my library” feature should be used for this purpose.

Charlie also mentioned that one can conduct a “Power search” which enables the user to select multiple databases through one search.

Access to these databases is free for school divisions as funding has been provided by the Library of Virginia. The Library of Virginia has requested that school divisions make their local legislators aware of the fact that they are using these services to help ensure that the funding continues. Also, Charlie requested that VETAC members ask the association they represent to communicate the use of these services through their association. Finally, training in accessing and using these databases are available to librarians through Web-Ex.

### **Presentation on Network Security & IP Telephones**

John Littlefield presented an overview of IP Telephones and Data Driven Security. He provided information on the advantages of using IP telephones that included

- Reducing phone costs;
- Increasing flexibility such as enabling users to access voicemail via email and handling configurations locally;
- Leveraging ones existing infrastructure;
- Improving communications; and
- Improving school safety.

He discussed what to expect when first implementing an IP telephone system. These included

- Cost savings are not immediate;
- Users do not like the change initially;
- The network administration needs to be part of the implementation team;
- Configuration changes must be planned;
- Partial implementations are not recommended; and
- Site surveys are a must.

Given all of the above, John still felt that an IP Telephone system was worth the investment.

Following the IP telephone presentation, John discussed data driven security. He defined data driven security as using data and needs to select the appropriate securities for different network environments. He followed this by reviewing several security concerns and then outlined six questions that should be answered when selecting the correct security option. The questions included:

- What are the risks?
- Who needs access?
- How much security is needed?
- How does it impact other services?
- How much management is required?
- What are the costs?

To determine the level of security required, John suggested the following:

- Conduct a security audit;
- Review policies and procedures;
- Evaluate the risks; and
- Review new servers and software.

Finally, John provided a list of important resources for additional information on this topic. The resources included

- Forum Unified Education Technology Suite
  - Part 5: Safeguarding Your Technology
    - Introduction to Technology Security in Education Organizations
    - Security Management
- Weaving A Secure Web Around Technology
- <http://nces.ed.gov/pubs2003/2003381.pdf>
- [http://nces.ed.gov/pubs2005/tech\\_suite/part5.asp](http://nces.ed.gov/pubs2005/tech_suite/part5.asp)

A suggestion was made for creating a guidance document on best practices on policies and procedures in this area. DOE through VITA has policies that might be shared.

### **Instructional Technology Resource Teacher Panel**

Each ITRT spoke about their typical work day, their responsibilities, and goals. Discussion groups followed, with the VETAC focusing on ways that VETAC can support this group of

professionals. Lan Neugent spoke about the support DOE is giving to ITRT including providing future funding for these positions.

### **ITRT Group Discussion**

Ideas for discussion:

Ena Wood's group suggested that

- Mandating the position in the SOQ was most important to the ITRT role;
- Collaboration among ITRT is needed;
- An administrative work plan is important for ITRT to have;
- Many levels of accountability exist for ITRT including - to the community, to staff, to the administration, and to the central office;
- Guidance or modeling is an important ITRT responsibility and professional development takes on a variety of forms including video, online, 1 on 1, small group. Half or full day subs are used to free up teachers to attend technology professional development training;
- The Levels of Technology Integration tool (LoTi Scale) is used in Arlington to evaluate where teachers fall in terms of their technology integration skills. The scale was developed by Dr. Chris Moersch , University of Southern California); and
- Tech Reviews or audits are conducted at schools using ITRT as part of the review team.

Pat Cuomo's group suggested:

- A database of resources for ITRT to pull from;
- A time spent database to illustrate how the position is used (perhaps the results of that could go to the general assembly);
- A best practices document;
- Job Description/Shadow – different ITRT have different jobs; and
- Stress the instructional nature of the position and get that in the forefront.

Brenda Cowling's group suggested:

- A Guidance Document for Administrators; and
- Keep fighting to get Technology Certification into Licensing.

Amber Price's group suggested:

- Get Principals/Central Office to support the position;
- Accountability/Measurability for teachers about technology;
- Reusable learning objects; and
- Support a programmer for developing instructional materials (subscriptions) web-based.

### **Announcements**

Marilyn Walls asked VETAC members to send her the names of nominees for next year's officers.

### **Adjournment**

Zahrl Schoeny moved to adjourn the meeting and Phyllis Geron seconded. The meeting was adjourned at 2:50 p.m. The next full VETAC meeting will be held at Kenmore Middle School in Arlington on May 9<sup>th</sup>.